

# Excel 2007 Beginning

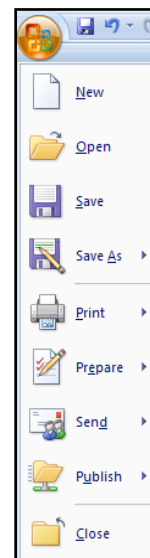
## Educational Technology Center

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Resources for this class can be found at [http://www.davis.k12.ut.us/district/etc/documents/excel\\_beg\\_doc.html](http://www.davis.k12.ut.us/district/etc/documents/excel_beg_doc.html)

## Microsoft Office Button

- The **Microsoft Office Button** is in the top left corner of the window and provides access to open, save, and print documents.
- Click on the **Microsoft Office Button** and then click on the desired option.
- Menu options with an arrow have additional choices available in the area to the right.
- The **Excel Options** button at the bottom of the window allows the user to make adjustments to **Excel** such as color scheme, workbook options, formula options, and spelling.

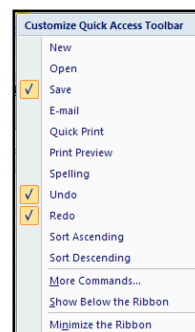


## Quick Access Toolbar

- The **Quick Access Toolbar** is just to the right of the **Microsoft Office Button**.
- When the cursor is over a button, the name of the button is displayed.
- The options available when **Microsoft Office 2007** is first installed include Save, Undo, and Redo.

### Customizing the Quick Access Toolbar

- To add an item, click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and click on the desired item.
- Options with a check mark in front of them are displayed on the **Quick Access Toolbar**.
- To remove a button, click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and click on the desired item. (This removes the checkmark from in front of the item.)
- To add a command button from the **Ribbon**, right click on the desired command button and choose **Add to Quick Access Toolbar**.
- To remove a command button that has been added to the **Quick Access Toolbar**, right click on the button on the **Quick Access Toolbar** and choose **Remove from Quick Access Toolbar**.



### Changing the order of the Buttons on the Quick Access Toolbar

- Click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and choose **More Commands...**
- In the column on the right below **Customize Quick Access Toolbar**, click on the item to be moved.
- To move the item up, click on the up arrow at the right.
- To move the item down, click on the down arrow at the right.
- Click on **OK**.



### Position of the Quick Access Toolbar

- The **Quick Access Toolbar** is usually located to the right of the **Microsoft Office Button**.
- To place the **Quick Access Toolbar** below the **Ribbon**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Show Below the Ribbon**.
- To place the **Quick Access Toolbar** back next to the **Microsoft Office Button**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Show Above the Ribbon**.

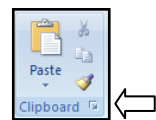
## The Ribbon



- The **Ribbon** runs across the top of the window.
- The **Ribbon** consists of 3 types of items.
  - **Tabs** – This is the main level and includes Home, Insert, Page Layout, etc.
  - **Groups** – Each tab has several groups that show related items together.
  - **Commands** – A command is a button in a group or an item in a list.
- Some tabs are only available when a particular item is selected. For example, the **Picture Tools** tab is only shown when a picture is clicked on.

### Using the Ribbon

- Click on the desired tab.
- The commands under each tab are grouped. The name of the group is at the bottom.
- Some groups have a **Dialog Box Launcher** button which opens the dialog box with more commands.



### Minimizing/Restoring the Ribbon

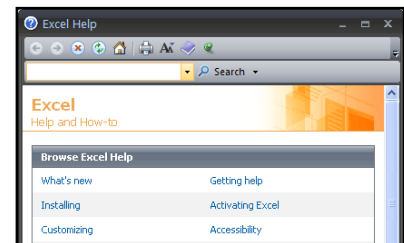
- To minimize the **Ribbon**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Minimize the Ribbon** (a checkmark is now displayed in front of **Minimize the Ribbon**)
  - OR double click on the currently selected tab on the **Ribbon**.
- To display the **Ribbon**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Minimize the Ribbon** (the checkmark in front of **Minimize the Ribbon** is removed.)
  - OR double click on the currently selected tab on the **Ribbon**.

## Keyboard Shortcuts

- Press the **Alt** key on the keyboard to display the keystrokes for the tabs and **Mini** toolbar.
- Press the desired key such as **H** for the **Home** tab.
- Continue pressing the indicated keys and/or down arrow to make the desired choices.
- To remove the keystroke markers from the screen, press the **Alt** key.

## Help

- Click on the **Microsoft Office Excel Help** button in the top right corner.
- Type the desired word in the search box and then press the **Enter** key.
- Choose the desired topic from the ones displayed.
- To research another topic, enter the desired word in the search box and then press the **Enter** key.
- **Note** – An active Internet connection will find more results.



## Opening a Document

- Click on the **Microsoft Office Button** and then click on **Open**.
- Navigate to the location of the desired file.
  - (Optional) Click on the **Views** button and choose Large Icons, Small Icons, List, Details, Properties, Preview, or Thumbnails.
- Choose the name of the file to work with and click on the **Open** button.

## **Converting Older Excel Documents**

- Microsoft Office 2007 can open documents created in all previous versions of Excel. Previous versions will be opened in **compatibility mode**. (You will know if a document has been opened in compatibility mode because it will say “compatibility mode” next to the name of the file on the title bar.)
- Documents that have been opened in compatibility mode may not have the same features on the Ribbon as documents created in or converted to the Microsoft Office 2007 version, i.e. instead of SmartArt Graphics, it may be Design Gallery objects.
- Documents created in previous versions of Microsoft Office can be converted to the Microsoft Office 2007 version. An advantage for converting documents to the newest version is that it will give you access to all the new features.
- To convert an open document:
  - Click on the **Microsoft Office Button** and choose **Convert**.
  - Click on **OK**.

## **Spreadsheet Anatomy**

### **Parts of a spreadsheet**

- **Cell** - The box where the numbers, the labels, or the formulas are entered.
- **Column** - The collection of cells in a line from top to bottom.
- **Row** - The collection of cells in a line from side to side.
- **Worksheet** - The single page of rows and columns that is on the screen.
- **Workbook** - The collection of pages (worksheets) that make up one file.
- **Range** - A group of cells that are next to each other.
- **Mouse pointer** - The arrow or other marker that indicates where the mouse is pointing.
- **Formula** - A mathematical expression that gives instructions to the computer about what to do with the contents of specified cells.

### **Size of the Spreadsheet**

- Each sheet has over 15,000 columns ( A to XFD) and 1,000,000 rows.
- Each workbook can have over 3,000 sheets. The exact number is dependent upon the amount of memory in the computer.

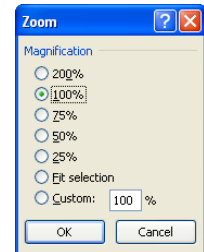
## **Navigating in the Worksheet Window**

- **Enter key** - Moves down one cell.
- **Tab key** - Moves across one cell to the right.
- **Shift Enter** - Moves up one cell. (Reverse gear)
- **Shift Tab** - Moves across one cell to the left. (Reverse gear)
- **Arrow keys** - Move one cell in the direction of the arrow.
- **Control → or Control ←** - Moves to the next cell with information or to the far edge of the worksheet.
- **Page Up** and **Page Down** - Move one full screen at a time up or down through the worksheet.
- **Control Page Up** and **Control Page Down** - Moves from worksheet to worksheet.
- **Scroll Bars**
  - The **Scroll Bar** on the right side moves the screen up or down.
  - The **Scroll Bar** on the bottom right moves the screen to the right or left.
- **Home key** - Sends the cursor to the first column (A).
- **Control Home** - Sends the cursor to cell A1.
- **Control End** - Sends the cursor to the bottom right of the spreadsheet.

## Views

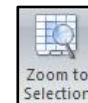
### Zoom Box

- On the **Ribbon**, click on the **View** tab.
- In the **Zoom** group, click on the **Zoom** button.
- Choose a percentage
- OR click in the **Custom** box, and type the desired percentage.
- Click on **OK**.
- OR use the **Zoom** toolbar on the **Status Bar** at the bottom right corner of the window.



### Zoom to Selection

- Click and drag to highlight the area of the desired spreadsheet.
- On the **Ribbon**, click on the **View** tab.
- In the **Zoom** group, click on the **Zoom to Selection** button.



### Zoom to 100%

- On the **Ribbon**, click on the **View** tab.
- In the **Zoom** group, click on the **100%** button.



## Working with Cells

### Seeing what is in a cell

- Click in the cell.
- Look at the **Input Line**.
- **Note** - A formula will have an = sign followed by numbers, cell names, etc.

### Changing Information in a Cell

- Click in the cell to be changed.
- Type in the new information.
- **Note** – The new information replaces the old information.
- To make a change without losing the original information, click on the **Input Line** below the toolbars and make the desired changes
- **OR** double click in the cell and make the desired changes.
- Press the **Enter** key.

## Undo/Redo

- To undo the last action, on the **Quick Access Toolbar**, click on the **Undo** button.
- To bring back the last undo, on the **Quick Access Toolbar**, click on the **Redo** button.
- To see the undo history, click on the down arrow next to the button.
- To perform multiple undo's, click on the **Undo** down arrow and click on the desired item in the list. The action clicked on and all others above it in the list will be undone.
- Undo's can be done even past the point of the last save, but not if the file has been closed.
- The number of undo's is limited.
  - The greatest number of undo's possible is 100.
  - Some operations limit the number of undo's and some operations, such as macros, do not allow any undo's after they are performed.
- Press the **Esc** key to undo from what was being entered in a cell.



## Filling in a Form

- Open the desired form.
- Find the appropriate cell and enter the information.

## Forecasting with a Spreadsheet

### Steps to Follow

- Enter the information to indicate a possible situation.
- Print a copy and/or save the file.
- Enter the information for another possible situation.
- Print a copy and/or save the file.
- Continue this process until several possibilities have been entered.
- Enter new numbers for other possibilities.

## Working with Lists

### Structure of a List

- The first row should be the labels for the fields of information.
- Don't have a blank row after the labels.
- Don't have a blank row separating information in the list.
- Don't have a blank column separating information in the list.

### Information in a List

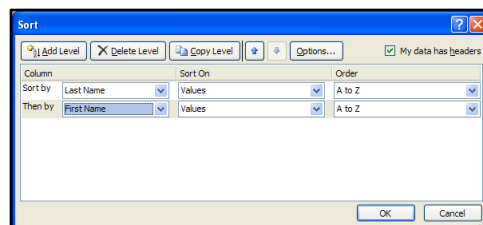
- The first row should be the **field names**.
- Each column contains information for a **field**.
- Each row contains the information for a **record**.

### Simple Sorting


- Click in the column to be sorted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Editing** group, click on the **Sort & Filter** button and choose **Sort A to Z** or **Sort Z to A**.

### Custom Sorting


- Click in the list.
- On the **Ribbon**, click on the **Home** tab.
- In the **Editing** group, click on the **Sort & Filter** button and choose **Custom Sort....**
- Click on the down arrow of the **Sort By** box and choose the field to sort by.
- Click on the down arrow of the **Sort On** box and choose **Values**. (Other choices include **Cell Color**, **Font Color**, or **Cell Icon**.)
- Click on the down arrow of the **Order** box and choose **A to Z** or **Z to A**.
- Click on the **Add Level** button to add the next field to be used in the sort.
- Choose the desired field to sort by, values to sort on, and the desired order of the sort.
- Add or delete levels to the sort as needed.
- If the list does not have a header row with names for the fields, be sure to remove the checkmark from **My data has headers** at the top of the window.
- Click on **OK**.




## Filter

- Click in the list.
- On the **Ribbon**, click on the **Home** tab.
- In the **Editing** group, click on the **Sort & Filter** button and choose **Filter**.
- Click on the down arrow of the column to be filtered. 
- Choose from the list the items to be displayed.
- Click on **OK**.

## Changing the Filter

- Click on the filter button at the top of the column. 
- Choose from the list the items to be displayed.
- Click on **OK**.


## Clearing a Filter

- Click on the filter button at the top of the column. 
- Click on **Clear Filter From "-----"**.

## Showing Items with Blank Cells

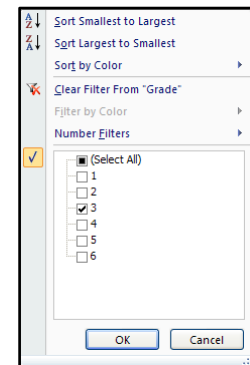
- Click in the column to be filtered.
- Click on the button at the top of the column.
- Click to remove the checkmark from **Select All**.
- Scroll to the bottom of the list and choose **Blanks**.
- Click on **OK**.

## Showing All of the Information

- Click on the filter button at the top of the column. 
- Click in the **Select All** box.
- Click on **OK**.

## Turning Off the Filter

- On the **Ribbon**, click on the **Home** tab.
- In the **Editing** group, click on the **Sort & Filter** button and choose **Filter**.



## Creating a new spreadsheet

### Plan

- What should the spreadsheet accomplish?
- What should be on this spreadsheet?
- What should the spreadsheet do with the information?
- What information must be on the spreadsheet to get the desired results?
- Sketch out a picture of the spreadsheet. Where will things be?

<i><b>M &amp; M Survey</b></i>								
First Name	Last Name	Yellow	Red	Orange	Blue	Green	Brown	Total
James	Adams	2	2	3	4	4	9	24
Ann	Brady	2	5	1	3	1	12	24
Paul	Murphy	2	3	6	3	3	6	23
	Totals	6	10	10	10	8	27	71
		Yellow	Red	Orange	Blue	Green	Brown	Total
	Averages	2.0	3.3	3.3	3.3	2.7	9.0	23.7

## Rows and Columns

### Inserting a Row

- Click in the row where the new row is to be placed.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Insert** button down arrow and choose **Insert Sheet Rows**.
- **Note** – Highlighting several rows causes that number of rows to be inserted.

### Deleting a Row

- Click in the row to be deleted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Delete** button down arrow and choose **Delete Sheet Rows**.
- **Note** – Highlighting several rows causes that number of rows to be inserted.

### Inserting a Column

- Click in the column where the new column is to be placed.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Insert** button down arrow and choose **Insert Sheet Columns**.
- **Note** – Highlighting several columns causes that number of columns to be inserted.

### Deleting a Column

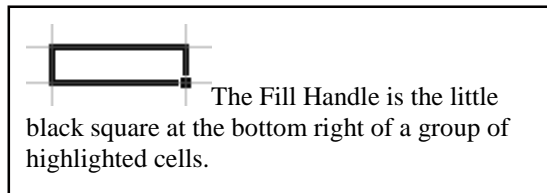
- Click in the column to be deleted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Delete** button down arrow and choose **Delete Sheet Columns**.
- **Note** – Highlighting several columns causes that number of columns to be inserted.



## Fill

### Getting the Months or Days of the Week in Quickly

- Click in the first cell.
- Type in the first month or day desired.
- Place the cursor over the **Fill Handle**.
- Click and drag over the cells where the rest of the months or days of the week are to be filled in.



### Filling in Text

- Click in the cell with the text.
- Click on the **Fill Handle** and drag the cursor over the cells to be filled.
- The text is copied into the cells.

### Filling in Formulas

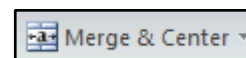
- Click in the cell with the formula.
- Click on the **Fill Handle** and drag over the cells.
- The formula is copied into the cells.

### Filling with a Number Pattern

- Enter the first two or three numbers in the cells. i.e. 1, 2, 3.
- Highlight the cells with the numbers.
- Click on the **Fill Handle** and drag over the cells where the pattern is to be continued.
  - Drag down or to the right to increase the number sequence.
  - Drag up or to the left to decrease the number sequence.

## Merging and Centering the Title

- Click and drag to highlight the title and the cells it should cover.
- On the **Ribbon**, click on the **Home** tab.
- In the **Alignment** group, click on the **Merge and Center** button.
- **Note** – To undo merging and centering, repeat the steps above.



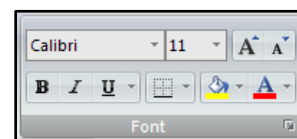
## Centering the Heading of a Column

- Click in the cell.
- On the **Ribbon**, click on the **Home** tab.
- In the **Alignment** group, click on the **Center** button.



## Formatting Text

- Highlight the cells to be formatted.
- On the **Ribbon**, click on the **Home** tab.
- The **Alignment** group contains buttons for justifying the text to the left, center, or right.
- The **Font** group contains buttons for choosing the font, font size, increasing the font size, decreasing the font size, changing the font color, etc.
- Click on the desired button.
- **Note** – By clicking on the **Font** down arrow of the **Font Size** down arrow and resting the cursor over the desired choice, the selected text changes to preview the effect of the choice.



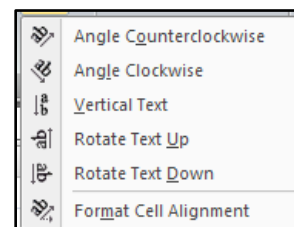
### Mini toolbar

- The **Mini** toolbar is a semi-transparent toolbar which appears when text is selected.
- Highlight text to be formatted.
- Use the buttons on the **Mini** toolbar to make the desired changes to the text.
- If the **Mini** toolbar has disappeared, right click on the highlighted text to bring up the **Mini** toolbar.



### Rotate the Text

- Highlight the cells.
- On the **Ribbon**, click on the **Home** tab.
- In the **Alignment** group, and click on the **Orientation** button.
- Choose the desired rotation from the list.



## Column Width and Row Height

### Fixing Column Width

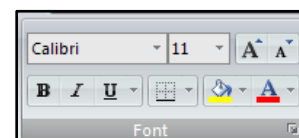
- On the **Column Indicator**, double click on the line to the right of the column letter to be adjusted.
- **OR** click and drag the line to the right of the column letter to the desired width

### Fixing Row Height

- On the **Row Indicator**, double click on the line below the row number to be adjusted.
- **OR** click and drag the line under the row number to the desired height.

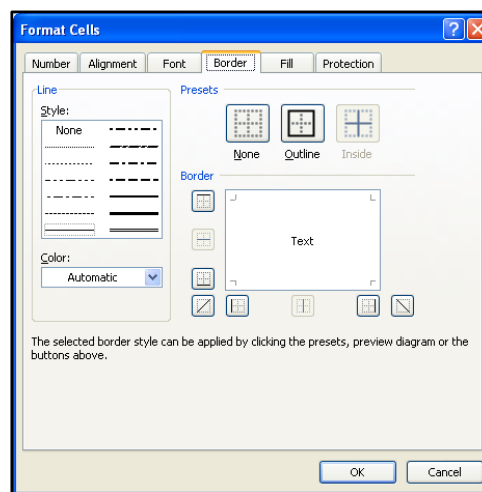
## Adding Borders to a Block of Cells

- Highlight the block of cells to be formatted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Font** group, click on the down arrow next to the **Border** button and choose the desired border.



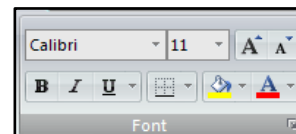
### Customized Borders

- Highlight the block of cells to be formatted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Format** button and choose **Format Cells....**
- Click on the **Border** tab.
- In the **Line** section, click on the desired line style.
- In the **Line** section, click on the down arrow of the **Color** box and choose the desired color.
- Click on the **Border** buttons to place the border around the cells.
- Click on **OK**.



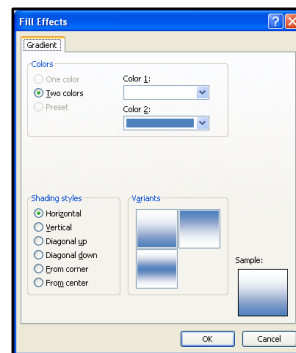
## Shading a Block of Cells

- Highlight the block of cells.
- On the **Ribbon**, click on the **Home** tab.
- In the **Font** group, click on the down arrow next to the **Fill Color** button.
- Click on the desired color.
- **Note** – Rest the cursor over a color and a preview of the color in the block of cells is displayed.



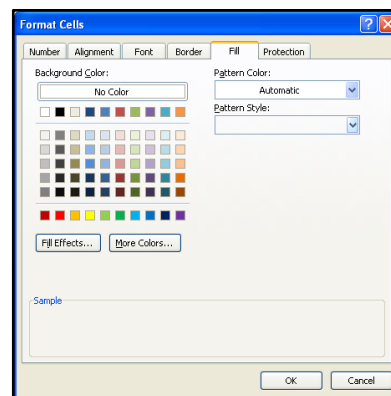
## Gradient Shading

- Highlight the block of cells.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Format** button and choose **Format Cells....**
- Click on the **Fill** tab.
- Click on the **Fill Effects** button.
- In the **Colors** section, choose the desired colors.
- In the **Shading styles** section, choose the desired style.
- In the **Variants** section, click on the desired shading.
- Click on **OK**.
- Click on **OK**.





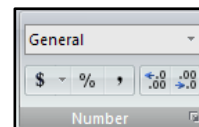
## Patterns

- Highlight the block of cells.
- On the **Ribbon**, click on the **Home** tab.
- In the **Cells** group, click on the **Format** button and choose **Format Cells....**
- Click on the **Fill** tab.
- Click on the **Pattern Style** down arrow and choose the desired style.
- Click on the **Pattern Color** down arrow and choose the desired color.
- Click on **OK**.



## Formatting Numbers

- Highlight the cells to be formatted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Number** group, click on the **Number Format** button and choose the desired format.
  - \$ for Currency
  - % for Percentage
  - , to add a comma separating periods (hundreds, thousands, millions, etc.)
  -  to increase the number of decimals.
  -  to decrease the number of decimals.
- **OR** click on one of the formatting buttons.
- Click on **OK**.



## Number Formats

- **General** - Cells have no specific number format.
- **Number** - Use for general display of numbers.
- **Currency** - Use for general monetary values.
- **Accounting** - Lines up currency symbols and decimal places in a column.
- **Short Date** - Displays the date in number format.
- **Long Date** - Displays the date written out with the day of the week, month, date, and year.
- **Time** - Displays the time in the selected format.
- **Percentage** - Multiplies the cell value by 100 and displays with a percent symbol.
- **Fraction** - Displays as a fraction with rounding to halves, quarters, eighths, sixteenths, or tenths.
- **Scientific** - Displays in scientific notation.
- **Text** - Sets to text format (label).
- **Special** - Displays special formats for **Zip Code**, **Phone Number**, or **Social Security Number**.

## Pictures

### Inserting a Picture from Clip Art

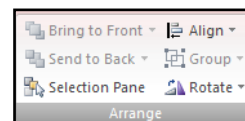
- Click in the document where the picture should be placed.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Illustrations** group, click on **Clip Art**.
- In the **Clip Art** pane, type a word in the **Search text:** box and click on the **Go** button.
- If a message appears asking if pictures should be included from the Microsoft site, click on the **Yes** button.
  - **Note** – An active Internet connection is required to see clipart from the Microsoft site.
- Scroll through the collection and find the desired picture.
- Click on the desired picture.

### Inserting a Picture from Files

- Click in the document where the picture is to be placed.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Illustrations** group, click on **Picture**.
- Navigate to the location of the picture.
- Click on the desired picture.
- Click on the **Insert** button.

### Rotating the Picture

- Double click on the picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Arrange** group, click on the **Rotate** button and choose the desired rotation.
- **OR** click on the green dot above the picture and drag the picture to the desired angle.



### Resizing a Picture

- Click on the picture.
- Move the cursor over a corner. (The cursor changes to a two-headed arrow.)
- Click and drag to the desired size.

### Deleting a Picture

- Click on the picture.
- Press the **Delete** key on the keyboard.

## Moving and Copying

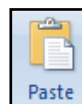
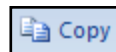
### Cut and Paste

- Highlight the cell or cells to be moved.
- Press **Ctrl X**
- **OR** on the **Ribbon**, click on the **Home** tab.
  - In the **Clipboard** group, click on the **Cut** button.
- **Notice the marching ants around the block you are cutting.**
- Click in the cell where the information is to be moved.
- Press **Ctrl V**
- **OR** on the **Ribbon**, click on the **Home** tab.
  - In the **Clipboard** group, click on the **Paste** button.

Yellow	Red	Orange
24	8	19
14	14	18
14	11	30
15	6	26
19	9	26
15	14	21

## Copy and Paste

- Highlight the cell or cells to be moved.
- Press **Ctrl C**
- **OR** on the **Ribbon**, click on the **Home** tab.
  - In the **Clipboard** group, click on the **Copy** button.
- **Notice the marching ants around the block you are cutting.**
- Click in the cell where the information is to be copied.
- Press **Ctrl V**
- **OR** on the **Ribbon**, click on the **Home** tab.
  - In the **Clipboard** group, click on the **Paste** button.



## Moving a block of cells

- Highlight the cells to be moved.
- Place the cursor in the anchor cell (top left corner of group) on the top border of the cell.
- The cursor changes to a four-headed arrow.
- Click and drag the block of cells to the desired location.

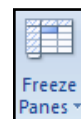
87	68	94
78	57	54
78	94	85

## Clearing a block of cells

- Highlight the cells to be cleared.
- Press the **Delete** key.

## Freeze Pane

- Click in the cell just under and to the right of the information that shouldn't scroll off the screen.
- On the **Ribbon**, click on the **View** tab.
- In the **Windows** group, click on the **Freeze Panes** button and choose **Freeze Panes**.



## Unfreeze Panes

- On the **Ribbon**, click on the **View** tab.
- In the **Windows** group, click on the **Freeze Panes** button and choose **Unfreeze Panes**.

## Formulas

### Entering Simple Formulas

- Click in the desired cell.
- On the **Ribbon**, click on the **Formulas** tab.
- In the **Function Library** group, click on the down arrow to the right of the **Auto Sum** button.
- Choose the appropriate function.
  - **Sum** - Add the list of numbers.
  - **Average** - Find the mean of the list of numbers.
  - **Count Numbers** - Count the number of cells with numbers.
  - **Max** - Find the maximum (largest) number in the list.
  - **Min** - Find the minimum (smallest) number in the list.
- **Note** – The marching ants indicate the cells included in the formula.
  - If needed, click and drag to highlight the desired cells for the formula.
  - Do not include the cell with the formula in the selection.
- Press the **Enter** key.

### **Writing a Formula**

- Click in the desired cell.
- Type an equals sign (=).
- Select the cell, then type the operation, and repeat as needed.
  - The operations could include:
    - Addition (+)
    - Subtraction (-)
    - Multiplication (\*)
    - Division (/)
    - Exponentiation (^)
- Press the **Enter** key to finish.

## **Worksheets**

### **Naming a Worksheet**

- Double click on the tab of the sheet.
- Enter a name for the sheet.
- Press the **Enter** key.

### **Copying a Worksheet**

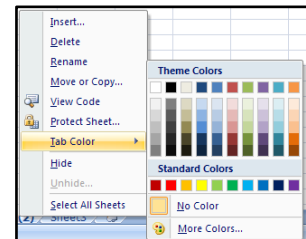
- Hold down the **Control** key.
- Click on the tab of the sheet and drag it to the right.
- Notice the black arrow indicating where the sheet will be placed.
- Let go of the mouse at the desired location.
- Let go of the **Control** key.

### **Moving a Worksheet**

- Click on the tab of the sheet and drag it to the desired location.

### **Coloring the Worksheet Tab**

- Right click on the tab of the sheet.
- Place the cursor over **Tab Color** and click on the desired color.
- **Note** – When the tab is selected, the color shows at the bottom. When the tab is not selected, the entire tab shows the color.



## Creating a Chart

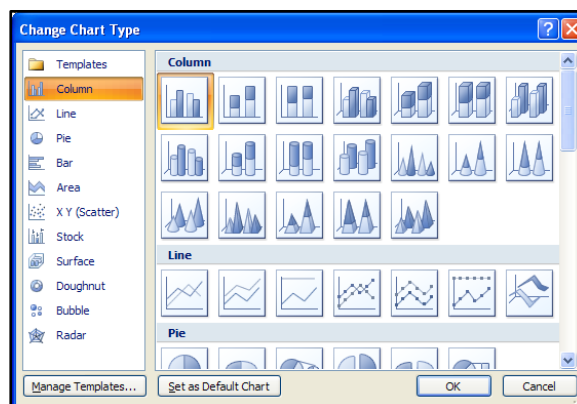
- Select the data for the chart.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Charts** group, click on the desired type of chart and choose the desired chart format.



Types of Charts	
Name	Description
<b>Column</b>	Use to compare totals over time and to show a trend.
<b>Line</b>	Use to show change over time, emphasizing the rate of change.
<b>Pie</b>	Use to show relationships and portions of the whole.
<b>Bar</b>	Use to compare totals over time and to show a trend.
<b>Area</b>	Use to show change over time, emphasizing the amount of change.
<b>Scatter</b>	Use to compare trends over uneven intervals of time.
<b>Other</b>	These include <b>Stock</b> , <b>Surface</b> , <b>Doughnut</b> , <b>Bubble</b> , and <b>Radar</b> .

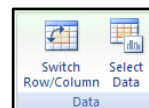
## Changing the Chart Type

- Click on the chart to select it.
- Click on the **Design** tab of **Chart Tools**.
- In the **Type** group, click on the **Change Chart Type** button.
- Click on the desired chart type in the list on the left.
- Choose the desired chart subtype on the right.
- Click on **OK**.



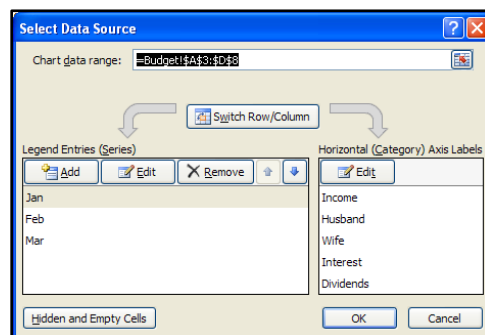
## Switching Rows and Columns

- Switching rows and columns changes the way the data is represented on the chart.
- Click on the chart to select it.
- Click on the **Design** tab of **Chart Tools**.
- In the **Data** group, click on the **Switch Row/Column** button.



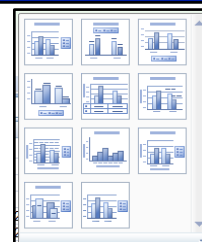
### Changing the Data Selection

- The data to be included in the chart can be changed.
- Click on the chart to select it.
- Click on the **Design** tab of **Chart Tools**.
- In the **Data** group, click on the **Select Data** button.
- Click on the button at the end of the **Chart data range** box.
- Click and drag in the spreadsheet to select the desired data.
- **Note** – The chart changes as the data is selected.
- Click on **OK**.



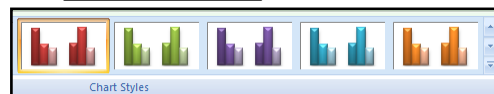
### Changing the Chart Layout

- Click on the chart to select it.
- Click on the **Design** tab of **Chart Tools**.
- In the **Chart Layouts** group, click on the **More** button.
- Click on the desired layout.



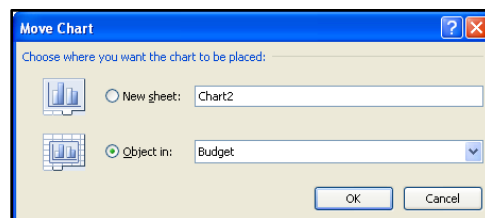
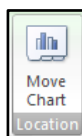
### Changing the Chart Style

- Click on the chart to select it.
- Click on the **Design** tab of **Chart Tools**.
- In the **Chart Styles** group, click on the **More** button.
- Click on the desired style.



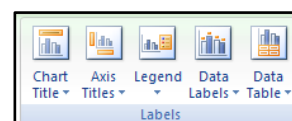
### Changing the Chart Location

- The chart can be a picture floating on top of the worksheet, or a separate worksheet.
- Click on the chart to select it.
- Click on the **Design** tab of **Chart Tools**.
- In the **Location** group, click on the **Move Chart** button.
- Click on the desired location.
- Click on **OK**.



### Chart Title

- Click on the chart to select it.
- Click on the **Layout** tab of **Chart Tools**.
- In the **Labels** group, click on the **Chart Title** button and choose the desired location.
- Click in the chart title box on the chart and edit the title as desired.



### Chart Legend



- Click on the chart to select it.
- Click on the **Layout** tab of **Chart Tools**.
- In the **Labels** group, click on the **Legend** button and choose the desired location.

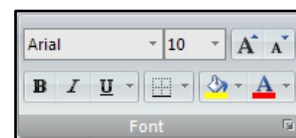
### Data Labels

- Data labels place a number in the chart indicating the value of the chart item.
- Click on the chart to select it.
- Click on the **Layout** tab of **Chart Tools**.
- In the **Labels** group, click on the **Data Labels** button and choose the desired option.



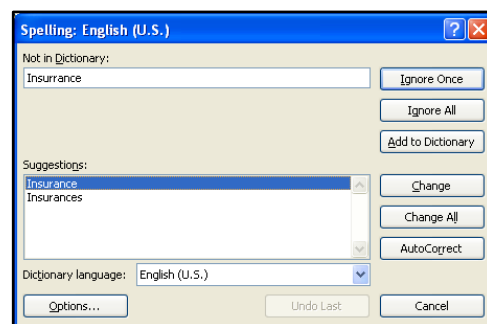
### Formatting Text in the Chart

- Click on the chart to select it.
  - Click on the text to be formatted.
  - Click on the **Home** tab.
  - In the **Font** group, click on the desired button and make the desired change
- **OR** click on the chart to select it.
  - Click on the text to be formatted.
  - Click on the **Format** tab of **Chart Tools**.
  - In the **Shape Styles** group, click on the **More** button. 
  - Move the cursor over the different styles and notice the change in the chart.
  - Click on the desired style.
  - In the **WordArt Styles** group, click on the **More** button. 
  - Move the cursor over the different styles and notice the change in the chart.
  - Click on the desired style.



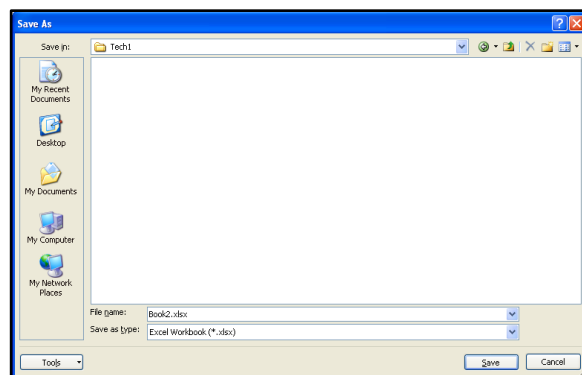
### Spelling

- On the **Ribbon**, click on the **Review** tab.
- In the **Proofing** tab, click on the **Spelling** button.
- Check each word that comes up.
- Click on **Ignore** or **Ignore All** button to make no changes.
- Click on the correct spelling and then click on the **Change** button.



### Saving a Workbook

- Click on the **Microsoft Office Button** and then click on **Save As**.
- Check the name of the document and make changes as needed.
- By default, Excel saves documents to the **My Documents** folder.
- Check to see where the document is being saved.
- If the spreadsheet is not to be saved in the current location, click on the down arrow of the **Save In** box and choose the desired location.
- Click on the **Save** button.



### Saving the Worksheet to a Previous Version

- Click on the **Microsoft Office Button** and then click on **Save As**.
- Give the spreadsheet a name.
- Click on the down arrow at the end of the **Save as type:** box.
- Choose the version of Excel to be used.
- Click on the **Save** button.

## Printing

- Always look at the document in **Print Preview** first!

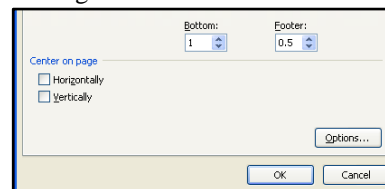
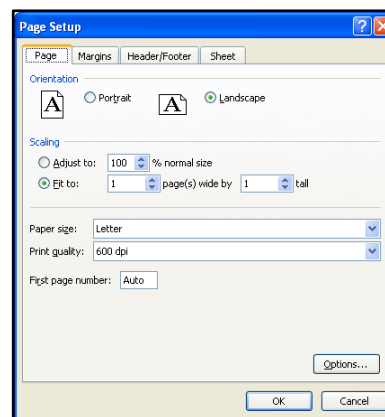
### Print Preview

- Click on the **Microsoft Office Button** and choose **Print** → **Print Preview**.
- Look carefully at the page to see what needs to be done.



### Page Setup

- In the **Print** group, click on the **Page Setup** button.
- **Page Orientation**
  - Click on the **Page** tab, and choose Portrait or Landscape.
- **Scaling**
  - Click on the **Page** tab, and adjust the scale of the printing.
    - **OR Fit to** sets the number of pages the information will be squeezed onto.
  - **Note** - Choose the # pages wide and the # pages tall.
- **Margins**
  - Click on the **Margins** tab.
  - In the **Center on page** section, choose to center the information **Horizontally** and/or **Vertically** on the page.
- **Header/Footer**
  - Click on the **Header/Footer** tab, and choose from the list by clicking on the down arrow.
  - **OR** click on the **Custom** buttons and enter your own.
- **Sheet**
  - Click on the **Sheet** tab, and choose to print or not print the gridlines.
  - Choose the order that the pages will be printed.
- Click on **OK**.



### Printing

- Make adjustments to the printout as noted above.
- Click on the **Print** button.



### Printing a Chart

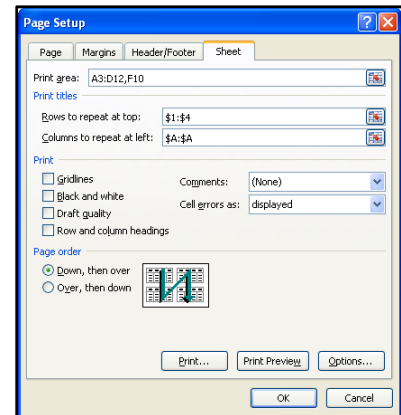
- A chart can be printed so that it fills the paper and does not include the rest of the spreadsheet.
- Click on the desired chart.
- Click on the **Microsoft Office Button** and choose **Print** → **Print Preview**.
- Make the desired adjustments as noted above.
- Click on the **Print** button.
- **OR** change the chart location to a new sheet and print the sheet.



## Multiple Page Printouts

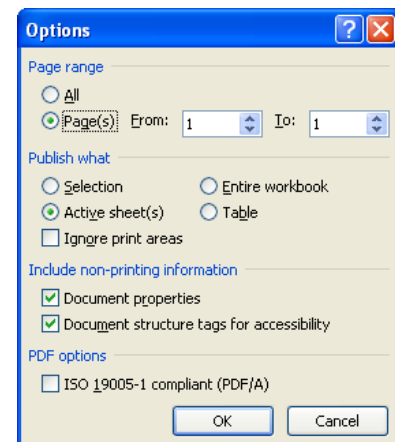
### Titles Repeated on Every Page

- Close **Print Preview**.
- On the **Ribbon**, click on the **Page Layout** tab.
- In the **Page Setup** group, click on the **Print Titles** button.
- Click on the **Sheet** tab.
- Click on the red arrow at the right of **Rows to repeat at top**.
- Click in the row with the headers you want repeated.
- Press the **Enter** key.
- Click on the red arrow at the end of the **Columns to repeat at left**.
- Click in the column with the headers you want repeated.
- Press the **Enter** key.
- Click on **OK**.



### Saving as PDF

- To save or export a file to PDF, you must first install the **Save as PDF add-in** from the Microsoft Office website.
  - Go to <http://www.microsoft.com>
  - Type **PDF** in the search box located in the upper right corner.
  - Click on the result that says: **Download details: 2007 Microsoft Office Add-in:...**
  - Click on the **Continue** button next to “Validation required.”
  - After your computer has been validated, click on the **Download** button.
  - Click on **Run**.
  - Click on **Run**.
  - Check the box to **Accept the Microsoft Software License Terms**.
  - Click on **Continue**.
  - Click on **OK**.
- Once the PDF add-in has been installed to the computer, open the document that needs to be converted to PDF.
- Click on the **Microsoft Office Button**, place the cursor over **Save As...**, and click on **PDF**.
- Navigate to the location where the PDF document will be saved.
- (Optional) Type in a file name.
- Click on the **Options** button.
- Make choices in the **Options** window to determine what part of the spreadsheet will be included in the pdf.
- Click on **OK**.
- Click on **Save**.



## Templates

- Templates provide the basic format of a document.
- Click on the **Microsoft Office Button** and then click on **New**.
- The **Templates** section displays templates available on the computer.
  - Choose the category of template desired.
  - Click on the desired template.
  - Click on the **Create** button.
- The **Microsoft Office Online** section connects to templates available online from Microsoft.
  - Choose a category and click on the desired template.
  - Click on the **Download** button.
  - The template opens in **Word**.
  - **Note** – The document should be saved to the computer.

